

IOWA COUNCIL ON HOMELESSNESS

Meeting Minutes May 21, 2004

VOTING MEMBERS PRESENT

Allan Axeen – HACAP
Virginia Beane – Attorney Generals Office
Anne Brown – Department of Corrections
Christine Canganelli – Shelter House
Amy Correia – Iowa Coalition against
Domestic Violence
Tim Fitzpatrick – Department of Human Rights
Kelli Foltz – Des Moines YMCA
Diane Foss – Department of Economic
Development
Ann Hearn – Linn County Community
Services
Stefani Hicok – Cedar Valley Friends of the
Family
Bill Holvoet – Community Action Housing
Specialist
Douglas Keast – Workforce Development
Administration
Anne Kinzel (Vice-Chair) – Department of
Public Health

Sam Knowles – Department of Public Safety
Amy Knudsen – Iowa Coalition for Housing
and the Homeless
Alice Mollett – Crossroads Women’s Shelter
Ray Morley – Department of Education
Patrick O’Brien – Olmstead Real Choices
Consumer Task Force
Lloyd Ogle – Iowa Finance Authority
Kate Ridge (Secretary) – John Lewis
Community Services
Judy Songer – SIEDA
Janell Staats – Matura Action Corporation
Lila Starr – Department of Human Services
Donald Tyne – Linn County Veterans Affairs
Mary Ann Young – Department of Elder
Affairs
John Wilson – Workforce Development
Dean Wright (Chair) – Drake University

OTHER COUNCIL MEMBERS PRESENT

Krista Bowersox – Department of Housing
and Urban Development (HUD)
Nelson DeLaVergne – The Salvation Army
David Eberbach – Iowa Institute of Community
Alliances
Julie Eberbach – Iowa Institute of Community
Alliances
Bill Gallagher – PATH Program, Vera French
Mental Health Center
Angie Hendrick – PATH Program,
Abbe Center for Community Mental
Health
Janine Johnson – John Lewis Coffee Shop
Carla Levi – PATH Program, Abbe Center for
Community Mental Health

Dave Mueterthies – PATH Program, Black
Hawk Grundy Mental Health Center
Sharon Murphy – Iowa Finance Authority
Matt Otte – PATH Program, Community
Mental Health Center for MidEastern Iowa
Lyle Schwery – Iowa Finance Authority
Homeless Programs Coordinator
Amy Schoepf – Iowa Coalition for Housing
and the Homeless
Joey Van Zamoren – Northern Lights
Alliance for the Homeless
Will Walker – Veterans Administration
Rose Wazny – Iowa Department of
Economic Development
Vicky Winter – Iowa Finance Authority

Welcome/Introduction

Introductions were made by those participating via the ICN sites and those present in person.

ICN Etiquette

Mr. Lyle Schwery gave a brief explanation on the use of the ICN network with emphasis on proper use of the microphones and recognition from the Chair before speaking.

Approval of Agenda

May 21, 2004

Chair Dean Wright introduced the agenda for the May 21, 2004 meeting.

Mr. Ray Morley requested the addition of a report by the Research Committee and a request of all agencies as participants of the Council for recommendations to the Research Committee for the biannual study of homelessness in Iowa.

MOTION: Ms. Amy Knudsen made a motion to approve the agenda as amended. On a second by Ms. Diane Foss the Council unanimously approved the agenda as amended.

Chair Wright stated the additional items of business will be discussed under the new business portion of the agenda.

Approval of Minutes

April 16, 2004

Chair Wright introduced the minutes of the April 16, 2004 Iowa Council on Homelessness meeting. Ms. Anne Kinzel requested the inclusion of her name to the membership of the Policy and Public Awareness Committee.

MOTION:

Mr. Bill Holvoet made a motion to approve the minutes of the April 16, 2004 meeting of the Iowa Council on Homelessness as amended. On a second by Ms. Alice Mollett, the Council unanimously approved the minutes of the April 16, 2004 meeting as amended.

Research and Analysis Committee Meeting Report

Mr. Allan Axeen stated the committee met and discussed a proposal for submission to the state agencies for inclusion in their budgets. Chair Wright referred the Council to the proposal shown on the overhead projection screen.

Mr. Morley referred to the proposed timeline for completion of the biannual study on homelessness. He said the anticipated budget for the biannual study is approximately \$80,000.00.

Mr. Morley stated a RFP (Request for Proposal) would be developed by a research team to address the goals of the biannual study and the research methodologies that would be used. He said he felt a minimum of eighteen to twenty four months would be a sufficient time frame for completion of the required work.

Mr. Loyd Ogle suggested the timeline be condensed to a period of no more than eighteen months. He said a RFP could be put together in a relatively short time frame without waiting for the funding of the study.

Ms. Amy Knudsen stated she concurred with Mr. Ogle's suggestion.

Mr. Morley requested the Council approve a motion to approve the formation of the RFP and designation of the lead agency for drafting the RFP.

MOTION: Mr. Ogle made a motion to approve the drafting of the RFP for the biannual study of homelessness in Iowa. On a second by Ms. Knudsen, the Council unanimously approved the drafting of the RFP for the biannual study of homelessness in Iowa with the Research and Analysis Committee responsible for completing the RFP.

Ms. Lila Starr inquired as to the designation of the lead agency.

Chair Wright explained a subsequent motion would follow the discussion for the designation of the lead agency.

Mr. Morley asked for a motion to appoint the lead agency for sponsorship of the RFP for the biannual study of homelessness.

Mr. Ogle stated he would suggest the Iowa Finance Authority as the lead agency as the Authority is designated in Executive Order 33 as the staffing agency for the Council. He said the amount of \$30,000 has been set aside by the Authority as part of their 2005 Fiscal Year budget.

Chair Wright stated there would be no motion necessary as Mr. Ogle pledged the Authority's sponsorship as the lead agency for the biannual study on homelessness and the designation of the Authority under Executive Order 33.

Mr. Dave Eberbach gave a brief report on the HMIS Systems Analysis and data collection of statistics for the homeless population.

A general discussion followed on the reasons given by clients for homelessness and the collection of data by service providers.

Policy and Public Awareness

Ms. Christine Canganelli stated Ms. Kinzel and Ms. Stefani Hickok are to be included in the membership of the committee. She stated the committee met on May 29, 2004 and discussed the recommendation of domestic violence programs participating in the HMIS system. Ms. Canganelli stated the decision was made to wait until HUD released their final decision on the subject.

Ms. Canganelli said the Policy and Public Awareness committee would like to see a newsletter created in connection with the Iowa Coalition for Housing and the Homeless. She said the newsletter would be made available on the Authority's website.

Ms. Canganelli stated she would like to recommend to the Council the definition of an Iowan. She said herself and Ms. Kinzel volunteered to work on the language. She proposed an Iowan would be considered as one who is present and intends to stay in Iowa.

Chair Wright stated the inclusion in the by-laws was not necessary; however the term could be included in the official minutes as a definitional statement for the Council.

MOTION: Ms. Canganelli made a motion to define the term Iowan for the Council. On a second by Ms. Correia the Council approved the definition of an Iowan as one who is present and intends to stay in Iowa.

Ms. Knudsen stated she was concerned the term could be taken to the extreme in providing services for clients.

Ms. Foss stated there is no intent on the part of the state to define participants in various programs as providers of services would not restrict the services they provide to strictly Iowans.

Ms. Canganelli stated the intent of the definition is not to restrict services to clients, but is intended to support the local service provider.

Mr. Keast opposed the motion.

Approval of Council Letterhead

Ms. Canganelli inquired as to the approval of the proposed letterhead of the Council, which was distributed electronically to the Council members prior to the meeting.

Ms. Knudsen requested the inclusion of the executive officer's titles.

Ms. Foss stated she felt the font size was difficult to read and the inclusion of any additional information would make the letterhead even more difficult to read.

Ms. Ridge inquired as to the mission statement included on the letterhead. She said she would like to see the inclusion of the mission statement worked on at the Policy Academies.

Ms. Correia inquired as to whether the Council approved the mission statement as the Council's mission statement.

Ms. Ridge stated the plans would be presented to the Governor's office.

Ms. Canganelli said she recognized the statement as part of the Executive Order.

Mr. Schwery stated the mission statement was taken directly from the Executive Order.

MOTION: Ms. Canganelli made a motion to approve the letterhead as presented with the inclusion of the voting council members names alphabetized. On a second by Ms. Foss the Council unanimously approved the letterhead with the inclusion of the voting Council members' names alphabetized.

Continuum of Care Committee

Ms. Knudsen stated the applicant review team met for a threshold review. She said on Monday a follow-up training will be held. Ms. Knudsen stated there are twenty one renewal projects and two new project applications submitted.

Ms. Knudsen stated the ranking and priority scoring will be submitted to the Council at the July meeting.

Mr. Schwery stated Exhibit one of the application would be posted on the Authority's web page. He said the agenda and Council minutes, as well as the Continuum of Care Application are available on the Authority's web site as well.

Mr. Schwery stressed the importance of a quorum of voting members for the July 16, 2004 meeting.

Nominating Committee

Ms. Starr stated she had no report at this time.

Mr. Ogle commented that he would like to see congressional delegates invited to the meeting.

ICHH Annual Conference

Ms. Knudsen stated the Iowa Coalition for Housing and the Homeless Annual Conference would be held on June 14-15, 2004.

Ms. Knudsen shared a draft letter with the Council which addresses the reduction of Section 8 vouchers in the 2005 budget.

MOTION: Ms. Starr made a motion to submit the letter to the HUD Secretary and the Interagency Council on Homelessness as well as the congressional delegation. On a second by Mr. Holvoet the Council unanimously approved the letters be prepared and submitted to the parties mentioned.

Mr. Morley suggested the letter also be submitted to the Council of Mayors.

Ms. Starr said her suggestion would be the letter is sent as a copy to the HUD Secretary.

Ms. Knudsen said his recommendation would be the letter is sent directly to the HUD Secretary and cc: to Mr. Phillip Mangano with the Interagency Council on Homelessness.

Ms. Anne Kinzel referred to the letter of support for the Department of Public Health approved by the Council at the April meeting.

New Business

Mr. Morley referred to a letter of support for the Research and Analysis Committee which is a formal request for a minimum of \$20,000 from each agency to fund the biannual study of homelessness.

Mr. Ogle suggested the language be rephrased to request any contribution rather than a suggested minimum amount.

Mr. Axeen inquired as to whether or not the letter from Mr. Morley was distributed to the Council members via email.

Ms. Foss suggested the amount requested be carefully considered.

Mr. Ogle said he felt given the current budget climate a contribution from each agency was not likely.

Ms. Eberbach suggested having a pool of money available for the study in subsequent years would be beneficial.

Ms. Foss requested a clarification on the intent of the letter.

Mr. Morley said his intent was to submit the letter to each agency with minor modifications and one finalized draft be sent to each agency director.

Mr. Schwery stated the letter would be modified and once on letterhead submitted to each agency director.

Ms. Starr suggested each letter sent to an agency director also be sent to the agency's state representative.

Mr. Ogle suggested the letter be sent with a specific deadline for submission.

Ms. Songer said she felt she was at a disadvantage without a copy of the letter to view.

Ms. Starr stated she would be concerned if the letter were in the hands of non agency persons due to the sensitive nature of the letter.

Ms. Knudsen stated she disagreed with the comment and any documents sent out on Council letterhead should be submitted to each Council member.

Mr. Ogle said the document is a draft to be modified and was intended for comment and delegated to the Research and Analysis Committee to be finalized and sent out.

Announcements

The next regular meeting of the Iowa Council on Homelessness will be July 16, 2004 at 10:00 am with the ICN sites to be announced.

Adjournment

Chair Wright adjourned the meeting.

Dated this 16th day of July 2004.

Respectfully submitted:

Approved as to form:

Vicky Winter
Iowa Finance Authority

Kate Ridge, Secretary
Iowa Council on Homelessness